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11 July 1960

MEMORANDUM FOR: Chief, Records Management Staff  
FROM : Records Officer, Medical Staff  
SUBJECT : Records Control Schedule

The following recommended changes in the Medical Staff's Records Control Schedule are being submitted for your approval:

1. Psychological Staff:
  - a. Staff Subject Files - Item #32  
Temporary. Destroy after 2 years. Cut off at the end of each calendar year. Hold for one year, then destroy.
  - b. Psychological Staff Files - Item #111  
Temporary. Destroy after 20 years. Transfer each year's records to the Records Center at the end of the year.
2. Clinical Division:
  - a. Division Subject Files - Item #17  
Temporary. Destroy after 2 years. Cut off at the end of each calendar year. Hold for one year, then destroy.
  - b. Master Immunization Cards - Item #59  
Temporary. Destroy after 10 years. Screen file annually and retire to Records Center 5 years after date of last shot. Center will hold for 5 years and destroy.
3. Operations Division:
  - a. Medical Support Files - Item #60  
Temporary. Destroy after 2 years. Cut off at the end of each calendar year. Retain 2 years, then destroy.

Submitted to [redacted] about  
12, 14 and 15 a dispositions.  
Destruction periods are okay,  
but retention periods indicated here are not  
long enough to meet destruction  
requirements.

R.D.  
7-19-60.

SECRET